



**ROSSLYN HILL UNITARIAN CHAPEL
Annual General Meeting 2023**

Sunday 26th March 2023 at 3pm

Remote meeting by Zoom

Registered Charity 1131346
Registered Co. No. 05992717

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LETTER FROM CHAIR & NOTICE OF AGM 2023

Dear Member,

The Annual General Meeting (AGM) of the Roslyn Hill Chapel Congregational Community will take place on Sunday, 26th March at 3pm online via the Zoom video conferencing platform. Please ensure you have the latest software on your device and log on 10 minutes earlier at 2.50pm to allow for any technical issues.

We expect this to be a short, efficient meeting and we encourage you to attend. We realise that the time-slot is not ideal for everyone but we suggest you have a snack and drink at hand to hold off any hunger pangs!

Please find an agenda, and draft of the minutes of the March 2022 AGM and the AGM report 2023 which follows contains short updates from various activities taking place at the Chapel or online in the past year, and guidance on how to vote using Zoom.

The AGM agenda will cover elections for new Trustees to the Board, as well as an opportunity to ask about all the groups and activities that form part of our community.

Board of Trustees Elections and Elders

There are vacancies on the Board of Trustees to fill from Members of the Congregation. Under the Standing Orders, no Member can serve for more than two terms of three years and at each Annual General Meeting, a third of the current Trustees must resign by rotation.

- Michael Macy is stepping down as Trustee
- Ken Levy is stepping down but is willing to re-stand

Alison Bybee

Chair, Board of Trustees



Rosslyn Hill Unitarian Chapel

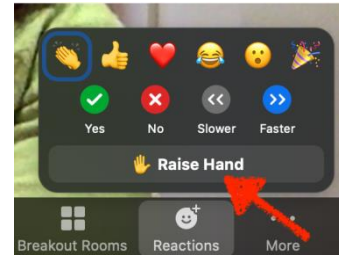
Annual General Meeting

On Zoom at 3pm Sunday March 26th 2023

(Please log in at 14.50 to avoid delays in the waiting room and enable a prompt start).



For any voting, we will use the 'raise hand' function/icon which can be accessed under 'Reactions' or 'Participants' depending on your version of Zoom. See **Zoom doc** for more instructions.



AGENDA

- | | |
|-------|---|
| 15:00 | 1.Devotional |
| 15:05 | 2. Welcome and introduction to the meeting (Chair) |
| 15:10 | 3. Establish a Quorum (Secretary) |
| 15:15 | 4. Approval of minutes of March 2021 AGM |
| 15:20 | 5. Chair's report |
| 15:35 | 6. Presentation & Questions on the committee reports |
| 15:50 | 7. Presentation of Financial accounts for approval |
| 16:00 | 8. Election of Board members (Trustees) |
| 16:05 | 9. Election of Elders |
| 16:10 | 10. Endorsement of GA delegates/ LDPA rep confirmation. |
| 16:15 | 11. Any other business |
| 16:30 | 12. Close of Meeting |

Right to Light issue needs to be actioned in 2025



ROSSLYN HILL UNITARIAN CHAPEL
ANNUAL GENERAL MEETING
Sunday 20th March 2022 at 4pm
Venue: remote meeting by Zoom

DRAFT MINUTES 2022

Registered Charity 1131346
Registered Co. No. 05992717

1 Welcome and Devotional
Devotional provided by Rev Kate
2 Welcome and apologies
Chair: Alison Bybee (AB) Minute Taker: Angela Dobson (AD) Apologies: Keiran Searle, Gail Brackett, Jane Williams, David Williams
3 Establish a Quorum
76 members on the roll (Quorate 20% of membership), 24 members present. In addition 5 proxy votes lodged with members present at the meeting. AGM Quorate. Chair thanked everyone for coming at this unusual time (Covid 19).The agenda was approved.
4 Approval of the minutes of March 2021 AGM
No additions or discussions arose Minutes proposed by Ken Levy (KL); Seconded by John Evans (JE) Carried unanimously by the meeting Questions subsequent to the vote: Margaret Perry (MP) asked were the Science club a help or not AD replied they operated came under a different set of covid rules to the ballet school, after schools clubs could operate but the ballet as a dance club was prohibited. AB they provide a community benefit James Chiriyankandath (JC) asked about the proposed Chapel Finance and Investments ethical Review and establishment of a Finance Group. AB Although the board did not formally put together a LT Finance Group, there was not enough head space with the pandemic, it was discussed at every board meeting, need to come back to the congregation and decide what to do, we are minimally involved in less ethical investments. Michael Macy (MM) The board also reviewed GA resolutions on investments in fossil fuels. The Board had our investments reviewed, which established that we did not have a substantial Investment in fossil fuel. Janna Williams (JW) supported JC point Request for Financial volunteers to look in more detail
5 Chairs Report
A lot of time this year has been taken up with repairs, floods and other problems, as well as a realisation that we could not put off major works Several new members joined in the year We continued on zoom Rev Kate is now the settled minister for 5 years which is an absolute delight who has inspired and helped the Chapel get through the difficult time with the pandemic.

6 Presentation and questions on committee reports

MINISTERS REPORT

We provided pastoral support for members a listening ear, phone calls as a benefit of membership. Face to face services recommenced in June
In October a new Sunday night Soul Fuel acoustic night started once a month
Spiritual Development initiative continued by zoom.
Rev Kate expressed her thanks to the worship group. Also the membership group in 2020 RHUC had 5 new members and 2021 6 new members.
Especial thanks for the contribution of Sharon Neal for her work on the membership group over time.

COMMUNICATIONS REPORT

Important to get good news out to people. Purchased new video cameras and employed technicians to help with streaming. Very good feedback. Can offer this as an extra to weddings/rites of passage.

Our New Website adopted the new branding from the GA.
Registration for events can limit entry, keep people informed
Thanks to Claire Julian CJ for her work on Open MindNewsletter as a central repository of information
Noticeboards still important
Printed materials provided for those who cannot easily access the streamed services.

CHILDRENS CHAPEL

Maya CC co-ordinator Angelica and Jo in the crèche, Bob also helping out with the CC.

Questions

MP Important that we hold onto copies of Open Mind/print some copies
JW Importance of keeping proper records. Acknowledge Helene's Trojan work on the flower group, she has been in poor health this year but deserves a thank you
AB Thanked Janna for her own work and commitment to the flower group
CH (Christine Harrison) impressed by the variety of outreach on Saturdays for families/ super.
MP enquired about recipe book mentioned for CC is it for general use **KD WILL FOLLOW UP**

TREASURERS REPORT MM

In good shape, there was a loss on investments value at the start of the pandemic mostly recovered. Investments really up and down and likely to remain so for next 6 months due to the war in Ukraine and the effect on world trade advice to sit tight.
Reviewed our investments, where we are is a good place no better managed fund. The board decided not to make a decision, fossil fuels not a substantial part of the investment, current energy providers might switch to renewables
Current fiscal year still ahead of projections in budget
Thumbs up from KL

MUSIC John Evans Singers happy to come back next month. Procedures for the Steinway use tightened – talk about organ later

ELDERS REPORT Margaret Perry

An Elder attends the Management Committee every month, with a supportive and spiritual health of the chapel brief.

No further progress in capturing the last 30 years of history
Revisit the idea of a library.

General comments about the report and RHUC

KL In 30 years attending RHUC chapel has not been run better than now especially how dealt with the pandemic
Sally Somerville SS agreed
George Appleby GA poetry group kept going thanks to AD booklet each month a tremendous help
Janna W reinforce what KL said survival skills and commitment to keep the show on the road admirable

7 VOTE ON FINANCIAL ACCOUNTS

All in attendance voted in favour of accepting the financial account, with the addition of 5 proxy votes (held by: MP 2 proxy votes, JE 2 proxy votes, JannaW 1 proxy vote).

Financial Accounts approved

8 NEW BOARD MEMBERS INTRODUCTION

AA Andrew Appleyard came to services for a year then a member since September 2019 more involved post pandemic helped out at CW4S in hall and hotel, happy to help out in Finance Committee and extra governance.

Christina Harrison CH No special expertise, happy to help, came late in Patri9cs ministry, retired lived locally. Spiritual development course. Chance is inevitable need to keep a strong board to maintain a container that is hospitable to the soul.

Roger Mason RM Joined in spring 2019, transferred from GGU, born Unitarian links not as strong as they were previously have helped out as a steward and worship assistant, taken a couple of services and appreciate George and the poetry group.

ALL JOINED THE BOARD BY AFFIRMATION

Two Board members stepped down in the year Kendra Torgan and Leighton Cole

9 ELDERS

Proposed Ingrid Tavkar for Vacant place, member since 1993, GGU member before that, extensive Unitarian experience.

Asked James Chiri to remain as there were now 5 members.

Thanks expressed to Hillary Ratna who had stepped down.

Owe a great debt to those working as Elders which continues to be a strong group

11 Endorsement of GA Delegates and LDPA rep

Delegates to the GA, Andrew Appleyard and Ros Beeton

Derek did not want to be on LDPA.

KL asked if Ros Beeton's association with the Chapel was close and knowledgeable enough to be a GA rep?

Rev Kate responded calls for volunteers to be reps went out to all members, but no response. Ros has a long term connection with the RHUC and love of music and poetry we have a range of voices to represent us.

VOTES FOR GA DELEGATES Clear majority in favour

12 Roof Renovations report by Ryan Bunce Lead Consultant

- **AB The time that we have all been dreading has come to fix the roof.**
- Ryan Bunce summarised: Seen the summary report, vast areas of slates delaminating, nail fixing corroding, and batons have gone brittle.

A long period of isolated repairs now become more frequent, a new hole has recently appeared only adding more support to the need for a new roof, RHUC went to tender.

We are at a crossroads we increase maintenance visits or proceed with it now. The main roof timbers at the moment are in a good condition.

Church Care Contracts are a reliable firm we recommend to the congregation to approve.

RM Nave and Chancel slates all replaced, ventilation tiles agreed by conservation, keep timbers dry to a degree

AA I would approved today, barring supply issues confident get the job done over the summer

Janna W delighted that this is going to happen, really good use of money do it now

James Chiri probably going to be money well spent. Any guarantees?

It's a JCB contract

Possible to claim a worship grant for VAT recovery.

Proposed by JE, Seconded by JannaW majority in favour 23 at meeting plus 5 proxies with one abstention

Motion in favour carried

AB expressed thanks to Ryan Bunce

AOB

- JE Organ request - a yearly request but much stronger than any other year. The organ is not working well but is getting worse each year, asked if we can get it fixed always been a majority support to be done but other things have been prioritised. When the roof work is taking place have to protect the organ itself, could sort out the organ at the same time between £80,000 and £100,000 to fix it. Other options are: Bin it, get an electronic one, fix it and make it into what it should have been 20 years ago.
- JE humbly requested authority to fix it.
AA To fix the whole thing a full refurbishment, pipework and things that were never installed properly.
Claire – support wholeheartedly as guardians of the chapel we should make it work
EW happy to support and Second the proposal.
Shirley 100% in favour,
DebF 200% behind John,
Sharon in favour of the projects 2 jobs benefit each other
JannaW Lady Setons gift part of the history of the Chapel, thank John for keeping the music going during lockdown
JC how long will refurbishment take? Roof 8 weeks, organ a couple of months as long as we have the piano music can continue.
MP endorse all that is being said, we could have a series of organ recitals, wonderful with choirs
No opposing views
Once its working if maintained last another 50 -60 years
Once its working £100K per year if maintained 50 years 2k per year or £100 per week
Doing things piecemeal always costs more especially at longevity of 50 years

**Propose that members authorise up to £100,000 for refurbishment of the organ
Proposed by JE, Seconded by GA Majority in favour with 2 abstentions**
- AOB Erich Wagner EW
Procedural minutes Right to Light issue must be addressed in 2025 by a solicitors letter

17.53 Closed the meeting.

CHAIRS REPORT 2023

It is a pleasure for me to prepare another Chair's Report. Not so long ago, we were all wondering what would become of our community – would everyone forget the Chapel while it was closed, with services and so many events cancelled or curtailed I'm sure I wasn't the only one with doubts. But here we are, still, with many familiar smiles to be seen and frequently new faces to welcome as well. We continue to explore, learn and re-imagine our spiritual home.

The Board of Trustees* meets together monthly on Zoom. The priorities for the Board in 2022 were: continuing provision of worship by supporting the Minister; supporting Chapel activities led by the Minister and/or other Committees and groups, caring for the property, and being responsible for the prudent running of the Chapel's finances. An important part of our role as Trustees is to keep our resources, priorities and spending under review. In addition, we try to provide good governance regarding priorities for our activities and presence in the wider community.

Resources, in my view and experience as a Trustee encompass "Time, talent, treasure" but less tangible factors are woven throughout – another "T" to add to this list is trust between members, staff, residents, neighbours, temporary contractors, visitors and guests. Trust is a precious commodity that can only be earned by hard work, integrity and determined effort, and cannot be taken for granted. I feel that we have been absolutely blessed in that regard due to the skill and energy of our Minister, all our staff and volunteers- you know who you are! It has been a very busy and sometimes difficult year, but I detect a genuine sense of revival in the fortunes and outlook for the Chapel as a whole.

After Board members are elected at the AGM, or have agreed to continue in their previous roles, we meet for an Away Day accompanied by the Minister, Administrator and the Elders. We were delighted to be able to resume this practice after a long break, and also included the addition of a lunchtime meeting with some of our helpers who handle our social media accounts. We held it in July in a very special venue, described by one participant as an "oasis of calm and beauty" – Rosslyn Hill Unitarian Chapel. This was in fact the first time we had met in person as a group. A blizzard of Post-it notes and flip-cart pages swirled around as we brainstormed strengths and weaknesses, problems and potential solutions- To distil the 2022 Awayday to one idea that I felt came out strongly:

The Chapel is a special place and we want to share it more widely.

Membership

I was delighted to welcome several new members to the Chapel community. I have very much enjoyed the resumption of more face-to-face activities, and I was heartened to participate in the continuation and wider utilisation of online resources both for members who can't attend in person, to stay in touch, and also as a way for newcomers and passers-by to discover the Chapel. A thriving community still needs a "critical mass" to remain vibrant, and I encourage our all members and friends to invite their friends and share the love.

Property and Capital Spending Priorities

The maintenance and development of the property has been the focus of many discussions in the Chapel and on the Board over a number of years. Our income and investments have continued steady. Maintenance and repair work continued, with the enormous project of a new slate roof for the main chapel and bell tower, as well as many other tasks and projects to enhance the property and ensure the health and safety of the building and the inhabitants. Going forward, there is no shortage of ideas for improvements (heating, electricals, grounds, physical access, kitchen, toilets. etc. etc.) but with ongoing drags for example on supply chain and availability of skilled professionals, feasibility and practicality will determine how reality plays out over the next year.

Ministry

Rev Kate Dean joined us as our settled minister over 6 years ago. Rev Kate has continued inspiring in provision of face-to-face, online and hybrid services, life event ceremonies, and a plethora of other activities. She has continued to welcome and involve new members to our community. She also has a growing presence on the wider stage of the Unitarian movement, here and abroad. We are also looking forward to the much-appreciated support of our new Ministerial Assistant, Adam Slate. Further details on ministerial activities can be found in the Minister's report.

Concluding Remarks and Thanks

I would like to thank you all for your efforts and hard work on behalf of the Chapel community. I'd particularly like to thank Rev Kate, the Worship Committee, the Music director, and Trustees of the Board, the Administrator, our new Financial Assistant, among so many others who make so many contributions to the life of the Chapel.

Alison Bybee

Chair, Board of Trustees

**The Board of Trustees is the executive body of the Chapel. Some still refer to it as the Management Committee or Management Board. The Board derives its authority from the congregation. Officially we are a company limited by guarantee (CLG) and the members of the Board are Trustees and Directors of the company with limited personal liability. Our activities and procedures are determined and guided by the Articles of Association and Standing Orders that set its parameters and scope for action. We are also guided by external advice, including from the Charities Commission.*

MINISTRY REPORT

The Omicron CoVid19 variant surge in December 2021 caused us to move services online and during the beginning of 2022 we gradually reopened for Sunday services, in a cautious response to the developing situation.

Throughout the year, Sunday morning services have been available on the Chapel's YouTube channel most Sundays and an online social meeting 'Virtual Side Aisle' hosted by a volunteer, Tom Gilb, has been available afterwards for those who were not able to attend services in person. Attendance on Sunday mornings has gradually increased although it has not returned to pre-pandemic levels. Attendance at Sunday afternoon workshops and events as well as the Sunday Evening Gatherings have remained steady with a number of newcomers joining in the afternoons and evenings, for varied forms of meditation and worship.

A rolling programme of weekday evening spiritual development sessions led by Rev Kate continued during the year. Online Soul Deep sessions, co-led by Rev Michael Allured, took place in January and February. A Lent course following the book *Hearing God in Poetry* was co-led by Rev Winnie Gordon in collaboration with her congregation in Birmingham. In October, we began a sermon-writing course The Shared Pulpit, running over eight monthly sessions. This has been a collaboration between Unitarians in London, Edinburgh and Bury, Lancs., co-led by Janine Hurley.

Monthly gatherings which were first introduced in 2021 continued to grow and strengthen throughout the year. The toddler group, Saturday Club, hosted 12 - 26 children and their parents each month. The Death Café attracted a group of regular attendees who have formed friendship bonds. Soul Fuel Sunday, a Sunday evening gathering of acoustic singer-songwriters, poets and storytellers has thrived with a variety of participants offering their contributions. Rev Kate organised nine workshops, roughly once a month which were led by her and invited guests. They ranged from creative writing inspired by personal family histories led by Holly Maples, to managing conflict led by Sara Wilcox.

Six weddings or wedding blessings were conducted as well as a number of child namings and memorials. The Chapel building was not available during the summer wedding season due to the works on the roof.

Finally, it was wonderful to see the return of Christmas services, with a very lively Carol Service which featured the Chapel's Choir and the UU minister Rev Emilie Boggis as the guest preacher followed by mulled wine and mince pies. The historically popular Christmas Eve candlelight service attracted a huge estimated turn out of 160 people.

Worship Group

Worship Group members: James Chiriyankandath, Sally Somerville, Andrew Appleyard, Roger Mason and Margaret Perry.

This group supports Rev Kate with Sunday service arrangements. They are invaluable Worship Assistants, especially on Sundays when a guest preacher is

leading the service. The group has met regularly to give their feedback on revised guidelines for stewards, guest preachers and general activities. Zoe Gerrard and Melissa Wilby stepped down during the year; the group is grateful for their services, especially Zoe's hard work and enthusiasm as chair over many years.

Membership

In recent years, Chapel Membership has been managed by volunteer Claire Julian and the minister Rev Kate Dean. Those interested in joining as official members are sent information and can meet with either person to learn more about membership. The ever-popular annual Membership Service, in which we all renew our commitment to the Chapel and welcome new members, took place on 30 October with joyous music from the Chapel Choir. Four new members were welcomed: Elin Harries, Abby Jackson, Christopher Proctor, and Alan Wilding.

There is now a popular column in Open Mind, Found my Spiritual Home, in which Members new and old share their thoughts on why they came to the Chapel, and stayed. The columns are also shared as blogs on the website to give visitors a flavour of the Chapel and what membership confers.

Social Action

Social Action Group: James Bell, Andrew Appleyard, Claire Julian and Rev Kate Dean

After a period of hibernation, the Social Action Group was reconvened with a new membership. The group is responsible for selecting monthly Good Causes as a focus for our collections, liaising with other community groups on joint ventures and managing the Cold Weather Shelter. The group held a community lunch to discuss future initiatives including a discussion on how to support food banks.

The main focus has been on re- welcoming the Winter Shelter back to the Chapel Hall, opened for guests from C4WS on 4th November with a fantastic set of volunteers led by outstanding co-ordinator, Andrew Appleyard. We had to get reacquainted with what is required for our guests to feel welcome and comfortable for the evening and night. We enjoyed meeting our guests and got a lot from the team work the shelter engenders. The 10 weeks of shelter opening flew by. Those who volunteered wanted to do more and this is something we will work on for the coming year. A big thank you to all those who volunteered. We couldn't operate the shelter without you.

We were very conscious of the sad need for food banks and that many are being impacted by the huge increase in the cost of living, we felt it better, given our resources, to give money to the local food bank and to local charities. We kept chapel members updated on warm spaces and personal helplines.

Communications Report

Communications Team: Rev Kate Dean, Angela Dobson, Claire Julian

Online services and use of technology

Sunday morning services have been live-streamed regularly to the Chapel's YouTube channel: www.youtube.com/c/rosslynhillunitarianchapel and are also available after broadcast, via the channel and on the Chapel's own website. This requires a technician to monitor sound levels and interact with online viewers.

Website and Social Media

The Chapel is now supported by freelance recruits to update the website and post information about services and events on our social media platforms on Facebook and Instagram.

Open Mind

Open Mind, the Chapel's monthly newsletter, has been circulated to members and to the wider public via the website and printed copies available at Sunday services. Along with the lively weekly update email from the Chapel Office, Open Mind has sought to keep everyone informed of activities and events. Editor Claire Julian commissioned a number of interesting columns from Chapel Members on their interests, ranging from private passions to spiritual journeys.

Noticeboards and printed materials

Non-digital promotional methods continue to play a role with many newcomers citing the noticeboard as the way they first became aware of the Chapel. Posters and leaflets are regularly updated. Those members and friends who were not able to attend services regularly or access online videos were sent printed copies of Sunday services along with other information.

Rev Kate Dean

TREASURERS REPORT FOR THE FINANCIAL YEAR ENDING 30TH SEPTEMBER 2022

Financial Review

The Statement of Financial Activities shows income for the year of £299,948 and endowment income of £370, an increase of £39,929 on the previous year. Total expenditure excluding depreciation was £525,072 of which £282,107 was on major chapel works, namely the roof replacement and works to the chantry. Normal activities were therefore £242,965. The capital works meant there was a net operating deficit of £224,754. This deficit was financed from the endowment fund. The total charity funds at year end amounted to £1,537,339 down from £1,849,653 in 2021 mainly due to capital expenditure on chapel works.

The present level of funding is adequate to continue to support the running of the charity for the year ahead. The bulk of the funds will be replenished three times (on a termly basis) by our licensees who use our premises for their schools. Other sources of income include children holiday camps, events, car parking, Chapel membership, weddings, memorial services, monthly giving and donations.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

Andrew Appleyard Treasurer

DIRECTOR OF MUSIC REPORT

Things have gradually been returning to normal. We have been able to have the choir back each month for the first year since the pandemic began, and recently the Rosslyn Hill Singers started singing again. I took over the direction of the Chapel Choir after we said goodbye to Nathan Mercieca following a long and successful tenure as Choir Director, and we've managed a varied programme to date, with a few new faces joining.

The organ

The money which was approved last year has yet to be spent. This is because I want to get the right firm for the job, and to spend that money as wisely as possible. There have been some routine repairs in the meantime, and the organ is useable for services.

John Evans

ELDERS' REPORT

Four Elders have met as needed during the last year. We are Sally Somerville, Ken Levy, James Chiriyankandath and myself, Margaret Perry. We decided to rotate the Chair Person, quarterly.

In turn, an Elder attends the monthly Management meetings, which have all been held on Zoom.

A tentative suggestion is yet to be further discussed that the Elders resolve how to capture the history of the chapel since the last historical publication in 1992. This was Ruth Rowntree's meticulous history of the chapel, entitled "The Devill's of Hampstead" and which was written as part of the Tercentenary celebrations.

The Elders' lead a service annually in October, usually with the themes of Inheritance and Legacy in mind. This happened actually in the chapel with a small congregation and was streamed.

Our brief is a supportive one, and includes monitoring the spiritual health of the chapel. We have been seriously grateful to all who have been involved in developing

new initiatives in support of the chapel community in this second year of the pandemic.

Margaret Perry

SOCIAL ACTION GROUP

The Social Action Group was reformed in April 2022 ,comprising Rev Kate Dean, Claire Julian James Bell and Andrew Appleyard. Focus has been on re welcoming the Winter Shelter back to the Chapel Hall, we opened for guests from C4WS on 4th November with a fantastic set of volunteers getting reacquainted with what is required for our guests to feel welcome and comfortable for the evening and night. We enjoyed meeting our guests and got a lot from the team work the shelter engenders. The 10 weeks of shelter opening flew by. Those who volunteered wanted to do more and this is something we will work on for the coming year.

A big thank you to all those who volunteered we couldn't operate the shelter without you.

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"HISTORY OF THE CHAPEL "

The history of RHUC is available to read in Ruth Rowntree's book entitled "The Religious Devill's of Hampstead". This remarkably detailed history takes the story up to 1992, the Ter-centenary of the chapel.

The years since then are begging to be recorded, to continue the story. A plan of working exists and it's hoped, during healthier post- covid times that the plan can yield results during the coming year. It's likely that records in the chapel may be perused during school holidays.."

M. Perry.

HOSPITALITY

Managed valiantly by Margaret throughout the year will always welcome new volunteers to inject some new energy to the team.

ADMINISTRATORS REPORT 2023 (COVERING 2022)

In 2022 we learnt to live with covid 19 and established a 'new normal'.

In terms of Administration it is useful to reflect on the main functions of the Administrators role in descending order of priority:

- To support the Minister in her work for the Chapel community
- To ensure that our main lessees are content with the Buildings and surrounds
- To care for the Chapel buildings and surrounds
- To promote the use of the Chapel for ad hoc lettings

As well as general admin regular activities include the production of the weekly noticeboard poster; drafting and production of the weekly email newsletter to be finessed by Rev Kate. Members without easy access to computers were sent hard copies of services (when available) and Open Mind. The poetry group continued to be sent a nudge email reminder each month to attend.

Rites of passage bookings returned to normal. We are experimenting with advertising and if required allowing a small reception after a wedding ceremony at the Chapel for non-members.

The Shelter brought its own pattern of arranging laundry pickups/ delivery – it was great to see such a successful relaunch of RHUC social action.

Gift aid was also a focus we now have new envelopes and forms – these are now the only way that the Chapel can reclaim gift aid on donations as they have the correct wording and have been agreed by HMRC. If you are a tax payer and have not signed a new form do contact the office.

Property

The main administrative focus throughout 2022 was on property management and the roof refurbishment in particular. We are all enormously pleased that it is over and will not bore you with the details but please do admire the gold plated Cockerel and new lead on the spire.

In retrospect we chose a difficult year to do the works, spiralling supply costs and difficulty sourcing materials, complete with Brexit labour problems all proved stressful - but we survived.

The Brides side roof was indeed at the end of its life and in notable places was taken off by hand without the use of any tools by our roofers..

The Chapel now have a Chancel and Nave roof **without** an enormous mouse hole, wasps nest, and the dust and detritus of many years. But both are now insulated and covered in Glendyne slate *'A good quality job with good workmanship'* - according to the surveyor. Many thanks to our stalwart contractor Churchcare

Contracts Limited and George Spencer in particular for all his help and advice on all things property related.

We also completed an ancillary office in the crypt, mainly for the minister's use.

The Lacey legacy continued to fund new Perspex covers on the stained glass windows and we now have a lovely view of the Organ windows themselves especially fabulous on sunny mornings. We still have three windows left to complete in 2023.

Lessees

The Academy school and Ballet were back to more or less normal running in 2022. Foxtons now have 8 regular car spaces at the chapel, along with another regular lessee. In term time the school use up to 6 car spaces.

Other regular lessees include NA (Narcotics Anonymous) and the AA (Alcoholics Anonymous). MNSC (Mother Nature Science Club) a holiday club for children, Keiko's Japanese flower arranging lessons.

Over the summer our lettings were severely curtailed due to the building works.

Amongst ad hoc lets we hosted lectures, an Ikebana flower exhibition, concerts and recordings.

Staff and Banking

Our Finance Assistant Helena Pickup left in July we thank her for her contribution. There was a long gap finding the right person for the role however in January 2023 Jamela Khan joined the Admin team. The closure of bank branches has affected the chapel's ability to bank cash and to a lesser extent cheques. We have to travel further and further afield including visiting Goad Street, Oxford Street and even Ealing. Also since March 2020 the large banks have rolled out a 'Confirmation of Payee Initiative' to which Caf bank as a smaller bank are not yet a part – this has caused issues when setting up new payments to the Chapel for instance from ad hoc lessees but also new members. Hopefully these two issues will be resolved in the next year.

Thank you from the Admin Team Angela, Jamela and our two Sunday and special event Sexton Team Ben and Ashley.

Rosslyn Hill Unitarian Chapel
Annual
General Meeting
Sunday 26th March 2023 at 3pm on Zoom

PROXY VOTING PAPER

Voting by proxy is permitted at the A.G.M. for those *fully paid up members of at least six months standing* who cannot attend the meeting. *No member may hold more than two proxy votes.* If you wish to vote by proxy please complete the following form and pass it to the person you wish to cast your vote.

I _____ fully paid up member of Rosslyn Hill Chapel hereby authorise:

_____ to cast my proxy vote at

the Annual General Meeting Sunday 26th March 2023

Signed: _____

Rosslyn Hill Unitarian Chapel

Annual

General Meeting

Sunday 26th March 2023

NOMINATIONS FORM

Registered Charity 1131346

To be elected at the Annual General Meeting on 26th March, 2023

Candidates must be members of the Chapel for over six months at the time of the election. They must be proposed and seconded by fully paid up members of the Chapel.

You can write in additional candidates if you want to make more than nominations. Please PRINT names clearly

Nominations for vacancies on the Board of Trustees

Candidate	PROPOSED BY	Seconded By

Nominations for delegates to the General Assembly (Registration now closed)

Candidate	PROPOSED BY	Seconded By

Nominations for representative to the LDPA (London District and South Eastern Provincial Assembly)

Candidate	PROPOSED BY	Seconded By